



PLANNING / ZONING INQUIRY FORM

City Hall is open to the public **BY APPOINTMENT ONLY**. To schedule an appointment, please fill out form below and return completed form to our Safety Concierge and a **planner will contact you within 36 hours (to allow for 24-hour quarantine of forms and research time.)**

OR, YOU CAN EMAIL PLANNING STAFF WITH YOUR PLANNING/ZONING INQUIRY FOR A QUICKER RESPONSE TIME. Include the completed form with your email and send to planning@covinaca.gov

You can also obtain planning information regarding ADUs, installation of a fence or wall, widening a driveway, lot coverages, residential development standards, application forms, submittal checklist requirements, etc. on the City of Covina Planning Division webpage here: <https://covinaca.gov/pc>

Please select or describe purpose for your visit:

- ☐ General Planning or Zoning Information
- ☐ Zoning Verification
- ☐ Business License Zoning Verification
- ☐ Verification Property is in the City of Covina or Unincorporated Los Angeles County: **Available on line here:** <https://covinaca.gov/pc/page/identify-countyunincorporated-properties-covina-area>
- ☐ Schedule an appointment
- ☐ Submitting Application: **ONLINE SUBMITTALS ONLY.** Refer to Planning Webpage here: <https://covinaca.gov/pc>
- ☐ Other (**Explain in detail**):

In order to provide you with the information requested, planning staff REQUIRES the following information:

Name:	
Contact Number:	
Email Address:	
Site Address:	
Parcel Number:	

As a reminder, Safer at Work and in the Community Health Orders are still in effect and you should do all you can to minimize your time out in public. City staff is available to conduct business online or over the phone. To safeguard the health of residents and City staff, protocols have been implemented requiring face coverings, enforcement of social distancing, and sanitation procedures when attending appointments at City Hall.

The City of Covina continues to adapt with the ever-evolving situation and thanks all residents for staying home to prevent the spread of COVID-19. If you have any questions do not hesitate to contact City Hall.